

ISLAND COUNTY CIVIL SERVICE COMMISSION

P. O. BOX 5000 - Coupeville, WA 98239-5000

360-678-7975 – Please leave a message.

Email Address: l.meehan@co.island.wa.us

EXAMINATION ANNOUNCEMENT AND INFORMATION SHEET

LATERAL ENTRY CORRECTIONS DEPUTY

OPENING DATE: Continuing. This is a Continuous Examination process.

CLOSING DATE: Friday, April 8, 2016. Applications must be postmarked by 04/08/16.

SALARY: DOE

BENEFITS: Health, Dental, Vision and Life Insurance Paid vacations, sick leave and holidays. Uniforms and duty gear provided on initial hire and annual clothing allowance, 4 day work week, PERS 2 Retirement.

REQUIREMENTS:

This is a full-time, sworn (Commissioned) position within the Corrections Division of the Island County Sheriff's Office and requires a Civil Service Examination.

Must be a currently certified Washington State Corrections Officer in good standing with a minimum of 2 years' correctional facility experience.

Must also be a First Responder, Emergency Medical Technician (EMT), or Industrial First Aid Certified, with a valid CPR endorsement, prior to the completion of the one (1) year probationary period.

In addition, all applicants must meet minimum qualifications:

- (1) Minimum age of 21 years at the time of appointment.
- (2) Must Possess a valid Washington State Driver's License at the time of appointment.
- (3) Must be a United States citizen.
- (4) Possess a high school diploma (or GED certificate).
- (5) Good physical and mental health
- (6) Meet minimum weight and height standards.
- (7) Vision, uncorrected 20/100, corrected to 20/20 on both eyes.

The application process is designed to determine your eligibility and is part of the Civil Service Examination process. You must complete an Island County Application for Employment form for this position and the Lateral Entry Corrections Deputy Supplement to Island County Application for Employment but do not mail your application to the address provided on page 4 of the Island County Application (i.e. Island County Human Resources). Instead, your complete application package should be returned by mail to:

Island County Civil Service Commission
P.O. Box 5000
Coupeville, WA 98239-5000

Note: Completed application forms/packets are mandatory. Copies of certificates from law enforcement training and a basic police academy together with copies of your latest military discharge DD Form 214, if applicable, must accompany your application.

Please include a cover letter and resume. Your resume should contain your complete work history, complete educational history, including courses of study. If applicable, include all military training courses.

Reference letters from current or previous supervisor, current or former co-worker/peer and personal reference letters should be included with your application packet.

Completed application materials including application forms, certificates, cover letter and resume and reference letters will be evaluated as part of the Civil Service Examination process.

No faxed or electronic applications will be accepted.

All notifications regarding this process will be sent to you by email, unless you express a preference otherwise by written notice.

After your application form has been reviewed and accepted, you will be notified, by email, as to when/how the Civil Service examinations will be administered. You must satisfactorily pass the Civil Service Examination(s) in order to be placed on the Lateral Entry Eligibility Register.

A Civil Service Eligibility Register will be established. Applicants will be placed on the register in rank order of their final score. Applicants will be certified from the register to fill vacant positions in accordance with local Civil Service Rules. Upon receipt of the submitted names from the Eligibility Register, the appointing power (Sheriff) will screen applicants for selection as follows:

- A. Schedule applicant for a personal interview;
- B. Schedule applicant for a complete polygraph examination (Pass/Fail);
- C. Schedule applicant for a complete psychological examination (Pass/Fail)
- D. Satisfactory completion of medical examination and physical standard tests;
- E. Satisfactory completion of a background investigation.

Any adverse reporting or unacceptable result in any of the above steps will result in termination of the applicant's candidacy and removal of the applicant's name from the Eligibility Register. Names of qualified eligibles who are entered on a register as a result of a Continuous Examination shall expire one year from the date their name is entered on the register.

If you have any questions about this process, please contact the Island County Civil Service Commission Secretary/Chief Examiner, Linda Kast Meehan. Telephone - 360-678-7975. Email address - l.meehan@co.island.wa.us. **DO NOT CONTACT THE SHERIFF'S OFFICE.**

ISLAND COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Island County Sheriff's Office

Automatic Disqualifiers for Deputy Sheriff Position

The Island County Sheriff's Office will automatically disqualify any individual who has at any time:

- Been convicted of a felony (or pled no contest to a felony charge) or any offense that would be a felony if committed in Washington State, or has been incarcerated for any crime.
- Sold marijuana, narcotics or dangerous drugs.
- Used (tried) illegally any narcotic or dangerous drug by injection.
- Used illegally for any purpose marijuana within the past 2 years.
- Used illegally any other dangerous drugs or narcotics (marijuana included) other than for experimentation within the past 7 years. The use of an illegal drug is presumed to be not for experimentation by the Island County Sheriff's Office if:
 1. The use of marijuana exceeds a total of 10 times or exceeds 5 times in the past 7 years.
 2. The use of dangerous drugs or narcotics, other than marijuana, exceeds a total of 2 times in the past 7 years.
- Been dishonorably discharged from the United States armed forces.
- Had a pattern of abusing prescription medication.
- Received more than 4 moving traffic violations within the preceding 3 years; or reckless driving violation within the preceding 5 years; or driving while license suspended within the preceding 5 years; or driving while intoxicated within the preceding five years.
- Been involved in more than one motor vehicle accident within the preceding 3 years for which the applicant received a traffic or criminal citation and was convicted, forfeited bail, or entered a plea of "guilty" or "no contest".
- Been previously employed as a law enforcement agent and since has committed or violated federal, state or city laws pertaining to criminal activity.
- Committed any serious violation of Federal, State, City or County laws.
- Lied during any stage of the hiring process.
- Falsified his or her personal history questionnaire or application, or failed to disclose pertinent information.
- Been convicted of any crime under a domestic violence statute.
- Unlawful sexual misconduct.
- Any sustained finding of dishonesty against candidate from previous law enforcement employer, (Brady Material).

Discretionary Disqualifiers:

The following disqualifiers may, upon review by Island County Sheriff's Office, make you ineligible to become an Island County Deputy Sheriff:

- Alcohol or substance misuse and/or abuse.
- Excessive traffic violations.
- Commission of a misdemeanor or gross misdemeanor.
- A demonstrated unwillingness to honor fiscal contracts or just debts.
- Any other conduct or pattern of conduct that would tend to disrupt, diminish, or otherwise jeopardize public trust in the law enforcement profession.
- An inability to perform the essential functions of a Police Officer.

"Your Community Policing Partner"